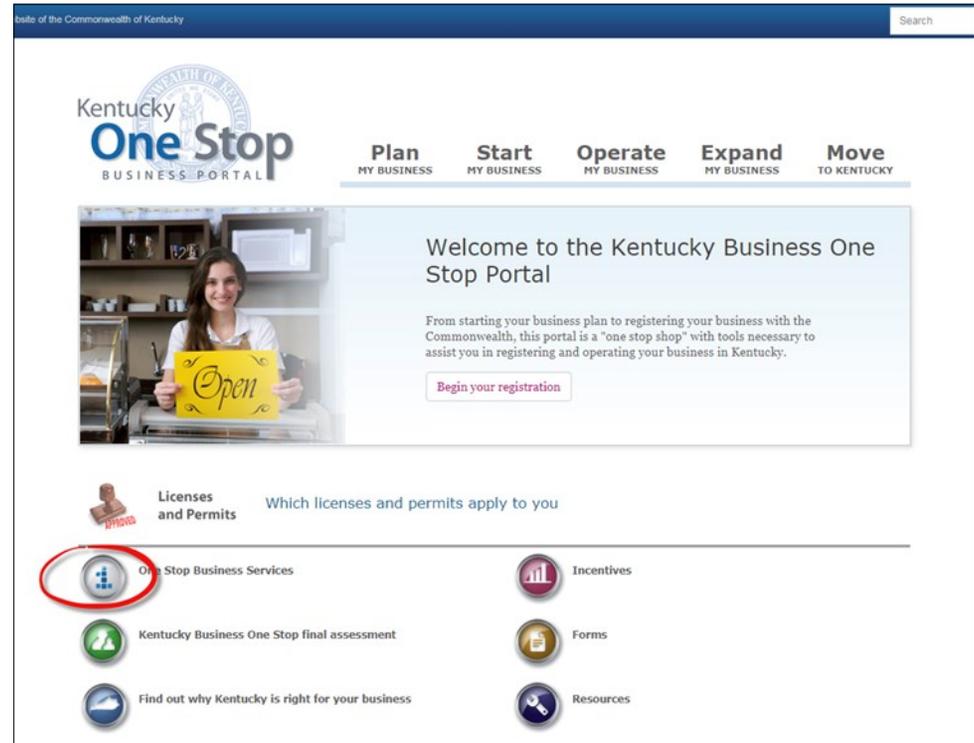


Creating a Kentucky Business One Stop User Account

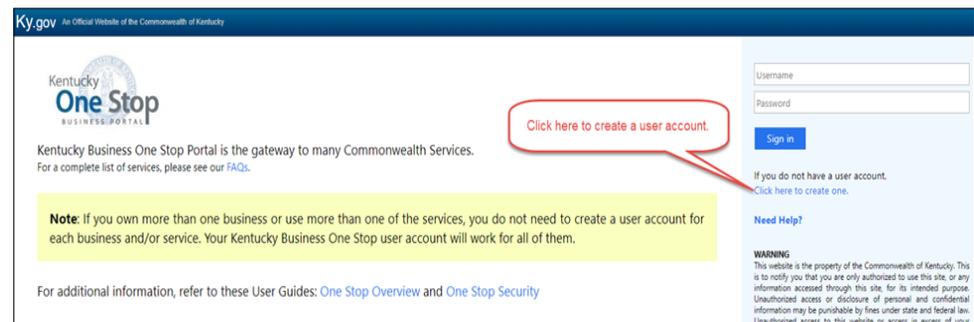
(Updated 5/04/18)

- Go to www.onestop.ky.gov.



- Click on the One Stop Business Services icon.

- Click on, "If you do not have a user account, click here to create one."



- All fields underlined in red are required and the Username & Password must meet the requirements below.

Username: Between 8-20 characters and may contain only upper/lower case letters, numbers, hyphens (-), and underscores (_).

Password: Between 8-15 characters and must contain at least one number, one letter, one special character, and one capital letter.

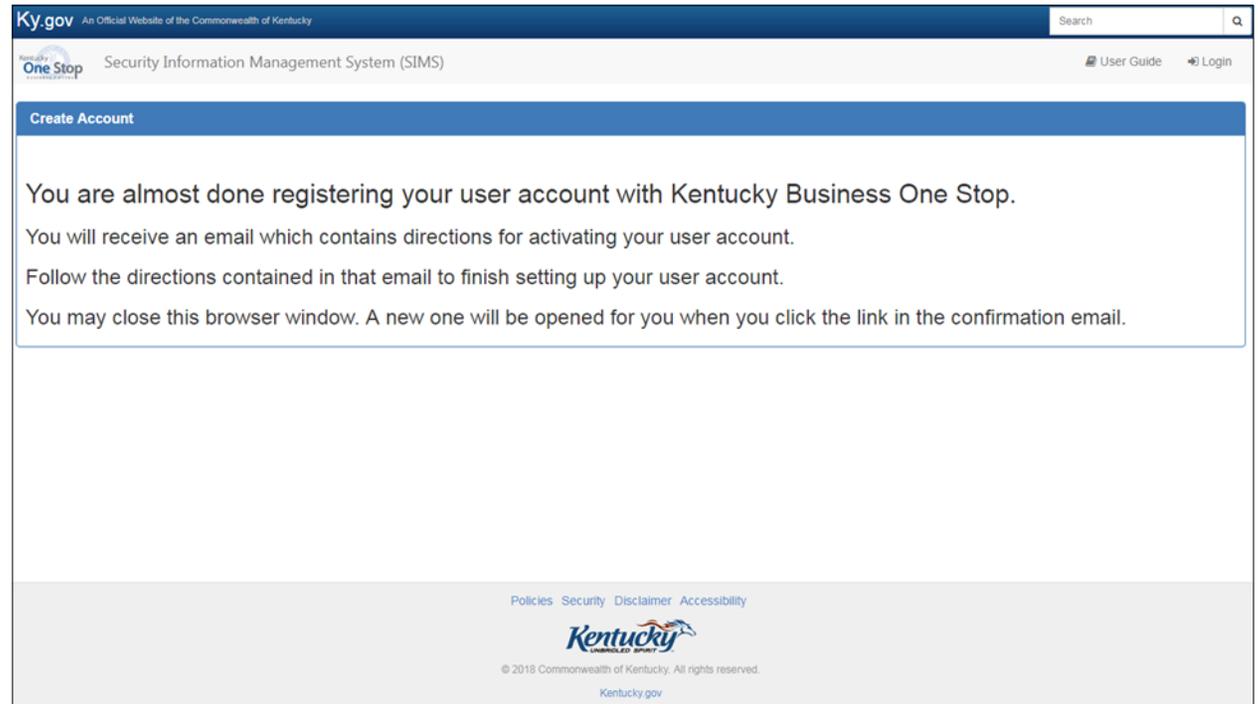
The password **CANNOT** contain your Username or your First/Last Name.

- Once all required fields are complete, click **Create Account**.

The screenshot shows the 'Create Account' form on the Ky.gov website. The form is titled 'Create Account' and is part of the 'Security Information Management System (SIMS)'. It includes a search bar at the top right and a 'User Guide' link. The form fields are: Username* (underlined in red), Display Name*, First Name*, Last Name*, Email Address* (underlined in red), Confirm Email Address*, Password* (underlined in red), and Confirm Password*. There is a link for 'Optional profile information' below the main fields. At the bottom right of the form, there are two buttons: 'Clear Form' and 'Create Account'. The 'Create Account' button is circled in red. The footer of the page includes links for 'Policies', 'Security', 'Disclaimer', and 'Accessibility', the Kentucky logo, and the text '© 2018 Commonwealth of Kentucky. All rights reserved. Kentucky.gov'.

This is a close-up screenshot of the 'Create Account' button from the main screenshot. The button is blue with white text and is circled in red. A large red arrow points from the button in the main screenshot to this close-up.

- You will see a notification that you will receive an email with directions to activate your user account. You may not log in until your account is activated.
- Depending on volume, it may take up to four hours for the activation email to be sent. If you do not receive the activation email, you should check your spam/junk folders.



- At right is an example of the activation email you will receive to activate your account. You must click on the highlighted link to activate the account **or** copy and paste the link into a web address bar.
- Once the account is activated, you will be able to log in to your account.

